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Bulletin Number 43942BR
Type of Recruitment Open Competitive Job Opportunity
Department Probation
Position Title SAFETY INSPECTOR
Exam Number F3034A
Filing Type Open Continuous
Filing Start Date 10/03/2014
Salary Type Monthly
Salary Minimum 4509.64
Salary Maximum 5602.10
Benefits Information **Represented Employees**
• Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan •
Matched Deferred Compensation & Thrift Plans • 11 Paid Holidays •
Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information **FILING WILL BE SUSPENDED AFTER THE FIRST 100 APPLICATIONS ARE RECEIVED. THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.**

Performs a full-range of safety inspections and accident investigations as part of a departmental safety and illness/injury prevention program.

Essential Job Functions

- Performs the full range of safety inspections and trains line personnel in safety inspections of the department's major facilities, buildings, equipment, work practices, and work areas.
- Participates in field and other inspections to ensure compliance with Cal/OSHA standards such as ergonomics, confined space, respiratory protection, and asbestos.
- Investigates accidents, inspects equipment involved, interviews witnesses, and prepares reports of findings to superiors and County Counsel, as necessary.
- Analyzes departmental safety records, including Cal/OSHA logs, automotive accident reports and reports on industrial injuries and makes recommendations to improve worker safety.
- Trains supervisors in accident prevention techniques, accident reporting, and first-aid procedures.
- Distributes, receives, checks, processes, and transmits automotive and industrial accident reports in conformance with State and County rules and regulations.
- Maintains and interprets automotive and industrial accident statistics.
- Participates in various departmental or County safety or accident review committees.
- Assists in the preparation and distribution of safety manuals, bulletins, posters, and articles.
- Evaluates and, if necessary, recommends changes in safety procedures and use of personal protective equipment and other devices to meet Cal/OSHA regulations or other safety standards.

- Maintains statistical records, writes reports, and prepares correspondence.
- Assists in all aspects of departmental safety training sessions in respiratory protection, hearing conservation, indoor air quality, ergonomics, radiation safety, asbestos, confined space, hazard communication, and other departmental safety training programs.
- Conducts and supervises work site and field monitoring inspections using air, sound, and other monitoring devices as needed.
- Plans and conducts the department's driver evaluation and training program and other training programs.

Requirements**MINIMUM REQUIREMENTS:**

Option I: Two (2) years of experience as a Safety Assistant* in the service of the County of Los Angeles.

Option II: Graduation from an accredited college with a Bachelor's degree with specialization in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene, physics, biology, chemistry, or a closely related field **-AND-** one (1) year of experience at the level of Safety Assistant** in the areas of Occupational Safety, Industrial Hygiene or a closely related field.

A Master's Degree from an accredited college in Safety, Safety Engineering, Environmental Health and Safety, Industrial Hygiene, physics, biology, chemistry, or a closely related field may be substituted for the required experience.

Physical Class

Physical Class III – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

*Applicants must hold the exact payroll title as a Safety Assistant in the service of Los Angeles County in order to qualify, no out-of-class or verification of experience letter is accepted for this option.

**In the County of Los Angeles, Safety Assistant is defined as assists in planning, conducting, coordinating, evaluating and maintaining a comprehensive occupational, environmental, and automotive safety program in a large department.

NOTE: In order to receive credit for the desired degree, such as a Bachelor's degree you must submit a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization and degree conferred date, with your application at the time of filing, or during the examination process.

**Accreditation
Information**

Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination
Content****EXAMINATION CONTENT:**

This examination will consist of an interview covering training, experience and personal fitness, and general ability to perform the duties of the position weighted 100%.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

**Special
Information**

FINGERPRINTING AND SECURITY CLEARANCE

Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on the employment application, resume, and during the examination process is subject to verification.

Candidates who are found unsuitable for employment will be removed from the eligible register pursuant to Civil Service Rule 6.04.

**Vacancy
Information**

The resulting eligible register will be used to fill vacancies in the Los Angeles County Probation Department, Administrative Services Bureau, Risk Management Unit.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period to 12 months following the date of promulgation.

No person may compete in this exam more than once every twelve (12) months.

**Application and
Filing
Information**

Applications will be processed on an as received basis. All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission). Facsimile and hard copy applications will not be accepted.

Note: You must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the documents to (562) 401- 2885 during the examination process. Please include your name, the exam number and exam title on the faxed documents.

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualification's for the job.

All information is subject to verification. We may reject your application at any time during the selection process.

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record, and result in an automatic rejection of your application.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates

earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Failure to provide the complete information including the name(s) and address(es) of your employer(s), your job title(s), beginning and ending dates, the functions performed including a description of your role, level of involvement, independence, and information about the size of your organization, complexity and level of accountability related to your experience may impact assessment of your qualifications and acceptance into the examination process.

****All applicants must enter a current/updated mailing address at the time of filing. Entering an invalid mailing address may result in the rejection of your application during the examination process.**

****All applicants must enter a current/updated email address at the time of filing. Entering an invalid email address may result in the rejection of your application during the examination process.**

*****ALL APPLICANTS MUST NOTIFY THE EXAMINATIONS AND RECRUITMENT UNIT IN WRITING OF ANY MAILING AND/OR EMAIL ADDRESS CHANGES VIA FAX TO (562) 401-2885. THE INFORMATION MUST INCLUDE YOUR NAME, THE CORRECT EXAMINATION TITLE AND NUMBER.***

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

EXAM ANALYST

**Department
Contact Phone**

(562) 940-2659

**Department
Contact Email**

TAMMY.VALDEZ@probation.lacounty.gov

**ADA Coordinator
Phone** (562) 940-3552

Teletype Phone (877) 988-7800

**California Relay
Services Phone** 800-735-2922

Job Field Building Crafts/Facilities Maintenance

Job Type Technicians

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